Approved For Release 2006/12/06 : CIA-RDP78-00487A000100190015-7

SECRET

RMS-M-68-096

Chief, Support Services Staff, DDS
2 December 1968

THRU : Chief, Records Administration Branch
Chief, Records Management Staff, OC

Records Control Schedule

1. Attached is the Office of Communications, Divisions Records Control Schedule. At present there are five separate Records Control Schedules, one for each Division. These have been consolidated into the attached Records Control Schedule, which is applicable to the five Divisions in the Office of Communications.

2. It is suggested that a new Schedule number be assigned to this Schedule, and upon approval, the following Schedule numbers be cancelled: 50-65/10, 50-67/14, 50-64/11, 50-64/12, and 50-64/13.

3. Your prompt approval of this Schedule would be appreciated.

[redacted] 25

Attachment:
Records Control Schedule (3 cys)

Distribution:
Orig & 1 - Addressee w/att. (3 cys)

[redacted] 25

CIA Records Administration Officer

7 Jan 1969
Date

Revisions Initialed in Ackd. 1/27/69 R.L.

Approved For Release 2006/12/06 : CIA-RDP78-00487A000100190015-7

Approved For Release 2006/12/06 : CIA-RDP78-00487A000100190015-7

☐ UNCLASSIFIED ☐ INTERNAL USE ONLY ☐ CONFIDENTIAL ☐ SECRET

# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

| FROM: | EXTENSION | NO. |
|---|---|---|
| OC-RMS GA-43 Hqs. | | DATE 3 January 1969 |

| TO: (Officer designation, room number, and building) | DATE RECEIVED | DATE FORWARDED | OFFICER'S INITIALS | COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) |
|---|---|---|---|---|
| [redacted] SSS/RAB 502 Magazine Bldg. | 3 JAN 1969 | | | Attached are revised pages 7, 8, 9, and 10 of the Office of Communications, Divisions, Records Control Schedule dated 26 November 1968. As discussed in our telephone conversation of 30 December, please replace pages 7, 8, and 9 of the schedule with the attached, revised pages. Also, please change the office designation to read "Operations Staffs" instead of "Divisions". The office symbols and component titles listed on page 1, under Files Identification, prior to Item No. 1, are also changed as follows: |
| [redacted] | | | | |
| 4. | | | | Africa Staff (OC-AS) |
| 5. | | | | Americas Staff (OC-AMS |
| 6. | | | | Far East Staff (OC-FES) |
| 7. | | | | Europe Staff (OC-ES) |
| 8. | | | | Middle East Staff (OC-MES) |
| 9. | | | | |
| 10. | | | | [redacted] 25X |
| 11. | | | | |
| 12. | | | | |
| 13. | | | | |
| 14. | | | | |
| 15. | | | | |

25X 25X 25X

FORM 3-62 610 USE PREVIOUS EDITIONS ☐ SECRET ☐ CONFIDENTIAL ☐ INTERNAL USE ONLY ☐ UNCLASSIFIED

Approved For Release 2006/12/06 : CIA-RDP78-00487A000100190015-7